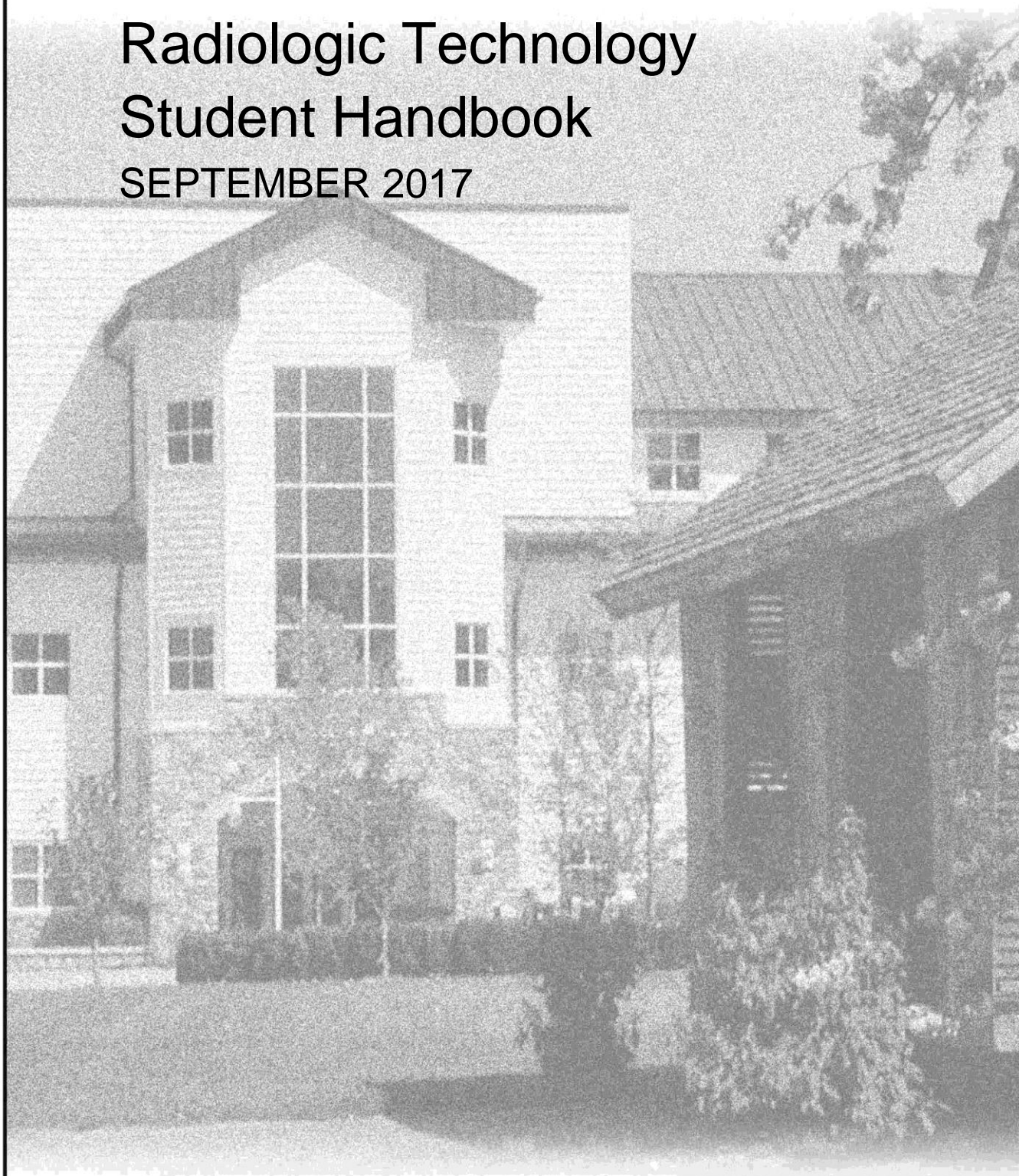


BROOKDALE COMMUNITY COLLEGE

Radiologic Technology Student Handbook

SEPTEMBER 2017





Dear Student:

Welcome to the Brookdale Community College (BCC) Radiologic Technology Program. This handbook has been prepared to help you become familiar with the Radiologic Technology Program. It contains the policies and procedures* that delineate the rights and responsibilities of Brookdale radiologic technology students.

It is the responsibility of each student to review this handbook and to refer to it as needed during his or her enrollment. All statements in the Brookdale Radiologic Technology Student Handbook are announcements of present policies and guidelines and are subject to change at the end of each semester. The Brookdale Radiologic Technology Student Handbook also serves as a supplement to the College Catalog and to the College Student Handbook.

There has never been a better time to enter Radiologic Technology. The current job market offers opportunity and variety. Most importantly, the work is satisfying and provides a vital service. The faculty, staff, and I are committed to helping you achieve your professional goals. Our very best wishes for your success in the Radiologic Technology Program.

Sincerely,

Jayne Edman, EdD, RN, CNE

Dean of the Health Science Institute

* Brookdale Community College reserves the right to modify this Handbook at any time. Notification of amendments, modifications or changes will be sent to your Brookdale email.

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LEGAL LIMITATIONS TO LICENSURE

New Jersey State Board of Radiologic Technology Requirements

Applicants to the Radiologic Technology Program need to be aware of the following Radiologic Technologist Licensure statute.

26:2D-29. Application for license; fee, qualifications; programs of diagnostic or radiation therapy.

- a. The board shall admit to examination for licensing any applicant who shall pay to the department a nonrefundable fee established by rule of the commission and submit satisfactory evidence, verified by oath or affirmation, that the applicant:
 - (1) at the time of application is at least 18 years of age,
 - (2) is of good moral character, and
 - (3) has successfully completed a four-year course of study in a secondary school approved by the New Jersey State Board of Education or passed an approved equivalency test.

The application for a license to practice Radiologic Technology contains the following questions:

You must answer all of the following questions. If you answer "YES" to any of these questions, you must attach relevant documentation (Complaint, Court Order/Decision, etc.). If your license has been reinstated, attach a copy of the reinstatement order.

Have you ever been convicted of any offense of any federal or state law other than a motor vehicle traffic violation? YES ☐ NO ☐

If "Yes," give date(s) of conviction(s) _____

If "Yes," has (have) the court sentence(s) been completed? YES ☐ NO ☐

ACCREDITATION

The Brookdale Community College Radiologic Technology Program is accredited by

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 900
Chicago, IL 60606
Phone (312) 283-3835, Fax (312) 704-5304, www.jrcert.org

For program complaints contact Chief Executive Officer mail@jrcert.org

The program is also certified by:

NJ Dept. of Environmental Protection, Radiologic Technology Board of Examiners
25 Arctic Parkway, PO Box 420
Trenton, NJ 08625

PHILOSOPHY

Program Mission: The radiologic technology program prepares competent, entry-level radiographers able to function effectively within the healthcare community.

Program Philosophy

The faculty believes that Radiologic Technology is the application of principles guiding the use of ionizing and non-ionizing radiation in an imaging setting. The radiologic technologist works with the physician to provide information necessary for the diagnosis and treatment of injury and disease. Under the direction of the physician, the radiologic technologist is required to use considerable independent clinical judgment in the care of patients. The radiologic technologist interfaces with members of the interdisciplinary health care team helping to maintain the patient in optimum health while providing baseline and ongoing imaging data.

Radiologic technologists function in an acute care or outpatient setting. They communicate effectively with patients, patients' families and peers, perform services in accordance with accepted standards of safe practice, exercise appropriate ethical/legal conduct and are involved in quality assurance activities. Using a problem solving approach, the radiologic technologist modifies procedure parameters to reach intended outcomes and evaluates imaging procedures to ensure quality images. In addition, the radiologic technologist applies principles from social sciences, biologic sciences, and humanities into practice.

The faculty believes the educational process accounts for differences in

student aptitude and cognitive style, clearly specifies expected competencies, and provides objective measures of achievement by which student progress can be assessed and outcomes ensured. Based upon these fundamental premises, the Radiologic Technology Program at Brookdale Community College strives to provide learning experiences which are student-centered and competency based. A student-centered curriculum recognizes the differences in cognitive styles among students, necessitates access to alternate learning resources beyond those traditionally provided, and understands that faculty members are skilled facilitators and managers of the learning process.

PROGRAM LEARNING OUTCOMES

On completion of the radiologic technology program at Brookdale Community College, graduates will be able to:

1. Students will develop clinical competence in performing radiography procedures.
2. Students will be able to communicate effectively with patients and peers.
3. Students will be able to use critical thinking to achieve appropriate procedure outcomes.
4. Students will demonstrate professional attributes.

PROGRAM OUTCOMES

1. To prepare graduates possessing entry level knowledge and skills for the practice of Radiologic Technology.

2. To provide a broad-based humanistic experience to enable the graduate to attain professional development.
3. To prepare students to be productive members of the health care community.

CURRICULUM

SUGGESTED SEQUENCE—RADIOLOGIC TECHNOLOGY A.A.S. DEGREE

The following sequence is an example of how this degree can be completed in two years. This sequence is based on satisfaction of all Basic Skills requirements and prerequisites and presumes a Fall Term start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your counselor for other options and to monitor your progress.

THE FOLLOWING DEGREE REQUIREMENTS MUST BE TAKEN PRIOR TO ADMISSION:

HESC 105	Medical Terminology	3 credits
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SEMESTER 1

	Credits
RADT 150 (ON-LINE)	2
RADT 151	3
RADT 152	6
RADT 153	3
BIOL 111	<u>4</u>
	18

SEMESTER 2

	Credits
RADT 155	2
RADT 156	2
RADT 157	6
BIOL 112	4
ENGL 121	<u>3</u>
	17

SUMMER TERM

RADT 158	2 credits
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SEMESTER 3

RADT 250	2
RADT 251	3
RADT 252	6
PSYC 106	3
ENGL 122 or SPCH 115	<u>3</u>
	17

SEMESTER 4

RADT 255 (ON-LINE)	2
RADT 256 (ON-LINE)	2
RADT 257	6
Humanities	<u>3</u>
	13

SUMMER TERM

RADT 258	1 credit
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Total Credits for Degree	71
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This degree may take longer than two years to complete. Although not required to be taken prior to beginning the program, general education courses may be taken before starting clinical courses or during the summer terms.

RADT 150: INTRODUCTION TO RADIOLOGIC TECHNOLOGY—2 CREDITS—
2 Class (ON-LINE)

This introductory course provides a basic foundation for the practice of radiologic technology. It provides fundamental concepts of radiation protection principles and image development and processing concepts.

Prerequisite: Admission to the Radiologic Technology Program.

Corequisites: RADT 151 and RADT 152.

RADT 151: RADIOGRAPHIC EXPOSURE —3 CREDITS—2 Class and
3 Laboratory Hours

This course covers the principles of radiographic exposure selection and manipulation to produce quality radiographic images. Theoretical principles and mathematical calculations of basic x-ray production, characteristics of quality radiographs, exposure factors, and control of radiographic density, contrast, sharpness, and detail are also discussed.

Corequisites: RADT 150 and RADT 152.

RADT 152: PRINCIPLES OF RADIOGRAPHIC PROCEDURES I—6
CREDITS—2 Class and 18 Laboratory Hours

This course covers positioning terminology and anatomy, and procedure protocols for chest, abdomen, upper extremity, pediatric, and geriatric radiographic procedures. Students will demonstrate chest and abdomen procedures in the clinical setting.

Corequisites: RADT 150 and RADT 151.

RADT 153: INTRODUCTION TO PATIENT CARE—3 CREDITS—2 Class and 3
Laboratory Hours

This introductory course provides a basic foundation for the practice of radiologic technology including methods of patient care, ethical practice, and documentation. Students will have the opportunity to practice skills in the laboratory setting.

Corequisites: RADT 150 and RADT 151.

RADT 155: PRINCIPLES OF RADIOBIOLOGY—2 CREDITS—2 Class Hours

This course covers the effects of radiation exposure on human tissue. Cell life and function, cell division, cell and organ sensitivity to radiation, direct and indirect theories of radiation interaction, radiolysis, acute and long term effects of radiation exposure, dose response relationships and occupational and fetal exposures to radiation are also discussed.

Prerequisites: RADT 150, RADT 151, and RADT 152.

Corequisites: RADT 156 and RADT 157.

RADT 156: EQUIPMENT OPERATION AND MAINTENANCE I—2 CREDITS—
2 Class Hours

This course covers the principles of equipment operation and maintenance of radiographic imaging equipment. It includes x-ray tube maintenance and malfunctions, image intensified and digital fluoroscopic imaging, digital imaging systems, tomographic imaging, automatic exposure control systems, special imaging equipment, and the development of radiographic exposure charts.

Prerequisites: RADT 150, RADT 151, and RADT 152.

Corequisites: RADT 155 and RADT 157.

RADT 157: RADIOGRAPHIC PROCEDURES II—6 CREDITS—2 Class and 3
College lab and 15 clinical lab hours.

This course covers positioning terminology and anatomy and procedures for upper and lower extremities, contrast enhanced procedures, and portable, trauma, and operating room radiographic procedures. Students will demonstrate upper and lower extremities in the clinical setting.

Prerequisites: RADT 150, RADT 151, and RADT 152.

Corequisites: RADT 155 and RADT 156.

RADT 158: CLINICAL PRACTICUM I—2 CREDITS—40 Clinical Laboratory
Hours

In this practicum, the student is placed in the clinical setting to demonstrate performance of contrast enhanced imaging procedures, including genitourinary, gastrointestinal, and gall bladder procedures.

Prerequisites: RADT 150, RADT 151, RADT 152, RADT 155, RADT 156, and RADT 157.

RADT 250: EQUIPMENT OPERATION II—2 CREDITS—2 Class Hours

This course covers advanced level concepts in x-ray production and equipment operation and maintenance of radiographic units, including theoretical concepts, electrodynamics, electromagnetism, current generation, transformers, and rectification as it pertains to the x-ray circuit and x-ray production.

Prerequisites: RADT 150, RADT 151, RADT 152, RADT 155, RADT 156, RADT 157, and RADT 158.

Corequisites: RADT 251 and RADT 252.

RADT 251: ADVANCED IMAGING MODALITIES—3 CREDITS—2 Class Hours
and 3 Laboratory Hours

This course covers advanced imaging topics to include quality assurance and quality control testing, venipuncture, and advanced contrast media administration, digital imaging processing, and physical principles of advanced level imaging modalities.

Prerequisites: RADT 150, RADT 151, RADT 152, RADT 155, RADT 156, RADT 157, and RADT 158.

Corequisites: RADT 250 and RADT 252.

RADT 252: RADIOGRAPHIC PROCEDURES III—6 CREDITS—2 Class and 18 Laboratory Hours

This course covers positioning terminology, anatomy, and procedure protocols for spinal and thoracic cavity, and CT imaging procedures. Students will demonstrate spinal and thoracic cavity procedures in the clinical setting.

Prerequisites: RADT 150, RADT 151, RADT 152, RADT 155, RADT 156, RADT 157, and RADT 158.

Corequisites: RADT 250 and RADT 252.

RADT 255: RADIOGRAPHIC PATHOLOGY—2 CREDITS—2 Class Hours

This course covers terminology, etiology, and disease processes of various pathological disorders, especially as it pertains to radiographic imaging. Systemic classifications of diseases and radiographic findings are also discussed, emphasizing the relationship between imaging modalities and disease diagnosis.

Prerequisites: RADT 150, RADT 151, RADT 152, RADT 155, RADT 156, RADT 157, RADT 158, RADT 250, RADT 251, and RADT 252.

Corequisites: RADT 256 and RADT 257.

RADT 256: ISSUES IN HEALTH CARE—2 CREDITS—2 Class Hour (ON-LINE)

This course covers advanced professional principles of radiologic technology and healthcare for theoretical, ethical, social, and economic perspectives. A wide range of topics are explored including scope of practice, professional standards, advanced professional practice, ethical accountability, legal responsibility, research, healthcare delivery and cultural diversity as it pertains to healthcare professionals. (This course is completely on-line.)

Prerequisites: RADT 150, RADT 151, RADT 152, RADT 155, RADT 156, RADT 157, RADT 148, RADT 240, RADT 241, and RADT 242.

Corequisites: RADT 255 and RADT 257.

RADT 257: ADVANCED IMAGING PROCEDURES—6 CREDITS—2 Class and 18 Laboratory Hours

This course covers positioning terminology, anatomy, and procedure protocols for skull and related anatomy. Special procedures such as mammography, special imaging procedures, and angiographic imaging procedures are also discussed. Students will demonstrate skull and related imaging procedures, and special imaging procedures in the clinical setting.

Prerequisites: RADT 150, RADT 151, RADT 152, RADT 155, RADT 156, RADT 157, RADT 158, RADT 250, RADT 251, and RADT 252.

Corequisites: RADT 255 and RADT 256.

RADT 258: CLINICAL PRACTICUM II—1 CREDITS—40 Laboratory Hours

In this practicum, the student is placed in the clinical setting to demonstrate performance of all radiographic procedures learned in prior semesters.

Prerequisites: RADT 150, RADT 151, RADT 152, RADT 155, RADT 156, RADT 157, RADT 158, RADT 250, RADT 251, RADT 252, RADT 255, RADT 256, and RADT 257.

CLINICAL LABORATORY REQUIREMENTS

CASTLEBRANCH

Brookdale Community College is contracted with CastleBranch, an external vendor, to provide background screening and compliance tracking services. The compliance documents the student submits to CastleBranch to be eligible for clinical placement are the annual health clearance form immunization form immunization titers, and proof of CPR training.

CastleBranch is compliant with the Family Education Rights and Privacy Act. It is the students' responsibility to remain in compliance with all clinical requirements throughout the year. CastleBranch will send email alerts to students as requirements approach their due dates. It is the students' responsibility to attend to these emails immediately, so records do not become non-compliant.

The student pays the cost of the background screening and the compliance tracking directly to CastleBranch.

PHYSICAL EXAMINATION

A physical examination is required before any clinical course. The physical examination report will affirm that each student is able to meet the demands of the program without compromising the patient or themselves. This physical exam may be conducted by a physician/nurse practitioner/physician assistant of the student's choice.

Medical clearance documentation must include documentation of vaccinations. Tuberculosis screening must be done annually. Flu vaccine status must be updated each semester.

The documentation will be reviewed initially upon entrance to the program and prior to each semester until program completion. Incomplete forms will not be accepted.

Students who do not submit a completed Annual Health Clearance form and/or the required Immunization Documentation form by the required due date will not be permitted to attend clinical laboratory.

CRIMINAL HISTORY BACKGROUND CHECK

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks. These checks are conducted by an external vendor, and the information is sent to the College and to clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to continue to engage in patient care in their agency. If a student is denied clinical placement by any clinical agency due to criminal history information, that student will be dropped from the program.

If a student is convicted of a crime of any type after beginning the program, the student must notify the office within one business day of the conviction and may not attend any clinical laboratory without receiving clearance from the Institute Dean. This information will be shared with the clinical agencies.

MALPRACTICE INSURANCE

Students entering the radiologic technology program are required to carry malpractice insurance through the College.

HEALTH INSURANCE

All students are required to carry personal health insurance. All students are financially responsible for medical treatment if illness, injury clinical exposure or questions of fitness for duty occur while enrolled in the Radiologic Technology Program.

CARDIOPULMONARY RESUSCITATION CERTIFICATION

Students are required to maintain current CPR certification—either American Heart Association CPR for the Healthcare Provider or American Red Cross CPR for the Professional Rescuer. Proof of CPR certification must be submitted to the Health Sciences Administrator. CPR certification must reflect dates between July 1 and August 15. Renewal will also occur during these dates regardless of the date on the previous certificate.

PHOTOGRAPH

A passport photograph must be submitted to the office before class starts in order to participate in clinical laboratory.

STUDENT CONTACT INFORMATION

Students must maintain current contact information with the Brookdale Health Science Institute office. If changes occur to personal contact information such as name address, telephone number or alternative email address students must notify the Health Science Associate in writing. The Health Science Institute is not responsible for delay or failure in receiving information due to incorrect contact information. In addition the student should file a “Change of Data” form with the Admissions Office.

DEMOGRAPHIC DATA FORM

Each student is required to accurately complete a Demographic Data Form each term. This data is anonymous and is used only in the aggregate to generate program statistics.

POLICIES

ACADEMIC PROGRESS POLICY

A student program plan is completed by each student with a designated student development specialist (counselor). Students are referred to the student development specialist whenever there are individual needs. Planning should ensure that radiologic technology courses are completed in the prescribed sequence and that corequisite courses are completed within the guidelines stated in the College catalog.

Program Requirements

1. Students must complete the entire radiologic technology program within eight (8) consecutive calendar years.
2. Students must complete all radiologic technology courses and graduate within three (3) consecutive calendar years or must repeat the program in its entirety.
3. The radiologic technology program consists of a prescribed set of radiologic technology and general education courses. The radiologic technology courses are sequential and may be taken only by those students who have been accepted into the radiologic technology program.
4. Students who self-drop or who are dismissed from the program will be readmitted under the current curriculum.
5. Students may only self-drop once from radiologic technology courses during the radiologic technology program.
6. A grade of C or better must be earned in all radiologic technology courses in order to pass the course. Radiologic technology course work includes classroom experiences, college laboratory, and clinical laboratory in health care agencies.
7. Students who have been dismissed from the program due to course failure may apply **once** for readmission (see #2).
8. Students who have been dismissed from the program due to clinical failure will be readmitted only upon approval of the Dean of Science & Health Sciences after consultation with faculty and evaluation of the student's record.
9. Students may not add/drop a radiologic technology course section once registered.
10. Students who are out two terms or more must validate clinical skills as prescribed by the faculty, before readmission.
11. Transfer students must validate clinical skills as prescribed by the faculty before admission.
12. Students are responsible for all written and verbal information that is shared in scheduled classes and in faculty communications.
13. Students must submit all written assignments on the date they are due. Should personal matters interfere with a student's ability to comply with this requirement, **the student must contact the faculty member prior to the due date**, give due cause for the delay, state in writing a date when the required work will be

- submitted, and have the faculty member assign a new deadline.
14. Students who do not hand in written assignments by the new deadline will be assigned a zero (0).
 15. Students must adhere to testing schedules. Should a student not be able to comply with this requirement, the student must contact the classroom instructor to request a postponement and establish a new deadline. It is faculty discretion to grant an extension on a test. If a student does not contact the instructor to reschedule a test, or if a student does not comply with a new deadline, the instructor will assign a grade of 0.
 16. Students are encouraged to seek assistance promptly from the radiologic technology faculty when and if they experience any degree of academic or clinical difficulty. If personal matters are interfering with academic or clinical efforts, the classroom or clinical instructor should be kept informed.
 17. Students who have disability alert forms should see their instructor about accommodations. These students must take their exams on the same day the exam is scheduled in the classroom.
 18. Students may not take printed material from faculty supplies without permission. If the student has been absent from a class in which printed material was distributed, the student should see the faculty member to obtain the material. If the student knows in advance that he/she will not be able to attend a class, he/she should have a classmate get an extra copy.
 19. Students must be in clinical laboratory by 7:55 a.m. and ready to participate by 8:00 a.m.
 20. Students may not be on clinical facilities outside of scheduled clinical hours and may not use their agency badges to access clinical facilities outside of scheduled clinical hours. Unauthorized use of agency badges will result in immediate dismissal from the program.
 21. Students will conduct themselves in a professional manner at all times in the clinical agency. The use of the clinical agency is a privilege.
 22. Students must check their email daily during the semester.
 23. Every student is expected to exhibit professional conduct with all faculty members, administrators, and staff in all classes and in the office and with all hospital personnel in all agencies. Students who display unprofessional conduct will be dismissed from the program. The definition of professional conduct is at the discretion of the Dean with faculty consultation.
 24. Students should use care when referring to their program on social networking sites. It is the students' responsibility to be aware of Federal and State laws regarding privacy and confidentiality of information.
 25. No photographs, video or recordings can be taken at any clinical site by any picture-taking device, including cell phone, camera, video, etc.
- ### **Classroom Participation**
1. The entire faculty view attending class as an integral part of the program and a critical step toward successful completion of each

course. Any student missing more than two (2) days will be referred.

2. **It is expected that each student attend all classes, report for class on time, and not be in the college laboratory or the testing center during class time.**
3. All students must attend classroom and clinical orientation sessions.
4. Cell phones must never be heard ringing in the classroom or clinical laboratory.

Grades

1. The grading system for the radiologic technology program is structured as follows:
A = 94 – 100
A- = 90 – 93
B+ = 87 – 89
B = 84 – 86
B- = 81 – 83
C+ = 78 – 80
C = 74 – 77
D = 65 – 73
F = 64 and below
2. **A grade of C (74%) is required in order to pass all radiologic technology courses. Students who do not earn a grade of C must repeat the course before progressing to the next course.**
3. Criteria for the achievement of grades for each radiologic technology course are established by the faculty teaching that course and are announced at the beginning of each term.
4. The weight of each examination and assignment is stated in the course grading policy.
5. In order to complete a radiologic technology course successfully, students must—

- a) complete all course assignments,
- b) sit for all examinations,
- c) achieve a pass grade on all college and clinical laboratory evaluations and assignments, and
- d) achieve a cumulative course grade of 74% or better (0.5 will round up to the next higher numerical grade, and 0.4 will round down to the next lower numerical grade; for example, 91.5 will round to 92 and 91.4 will round down to 91).

6. Clinical laboratory evaluations must reflect a satisfactory level of performance and a pass grade in order to achieve a minimum grade of credit for any radiologic technology course.
7. All clinical competencies must be achieved by the end of each semester or the student will fail the course.
8. One incomplete may be granted in one course over the entire program.
9. Students may not use a bilingual dictionary in any testing situation except in the first term of the program.

Dismissal

1. Students whose course grade does not reflect a minimum of 74% (C) fail the course and will be dismissed from the program.
2. Students who do not earn a pass grade in clinical laboratory fail the course. They will be assigned a grade of F and will be dismissed from the program.
3. Students who self-drop after the midpoint of the course will be assigned a grade of F and will be dismissed from the program.

4. Medical withdrawals must meet College policy.
5. A grade below 74% in any course automatically results in immediate dismissal from the radiologic technology program.

Academic Integrity

Any violation of academic integrity will result in immediate dismissal from the program. This includes challenge students. Students who are dismissed from the program for violation of academic integrity may not attend clinical laboratory nor sit for any examination and are not eligible for readmission.

Violations of academic integrity include, but are not limited to,

- cheating (the student's exam will be confiscated), giving or receiving information related to examination questions,
- plagiarism.
- Collaborating/colluding with another in preparing for fulfillment of course requirements, including skills assessment, and/or simulations and case studies from another student.
- Lying about or misrepresenting care given, clinical errors, or any action related to clinical.
- Recording, taping, or taking pictures without consent from the course instructor and written permission of the clinical site.

In response to an alleged violation of the Academic Integrity Code faculty, in consultation with the Program Coordinator and Dean of Health Sciences will act in accordance to the Process and Discipline Procedures named in College Regulation 6.300R. While the investigation is ongoing, the student may

not sit for any examination or participate in any clinical experiences.

All documented violations of academic integrity will be reported to the office of the Vice President of Learning. Sanctions for documented violation may include immediate dismissal from the program, without eligibility for readmission into the program.

Rules for Examination

Whether or not examinations are given in the testing center or in the classroom, the following rules apply.

1. Students must not leave their seats during the examination.
2. Positively no communication between students is permitted during the examination.
3. If there are necessary questions or if there is a need for any additional material, the instructor must be asked.
4. If there is any need for calculations or notes, they may be written on paper provided by the instructor or staff.
5. Students may not share information about an examination with other students.
6. Honesty is the responsibility of each student at all times.
7. Examinations in the testing center may not be taken during scheduled classes, laboratory or clinical assignments.
8. **If an examination is taken in the testing center, any grade that is received from the testing center staff is tentative. Examination results are posted by course faculty.**
9. When an examination is given in the computer lab, any staff member has the authority to

terminate an individual's testing session.

10. Cell phones are not allowed during examinations.
11. Individual faculty may establish additional rules for examinations at their discretion.
12. Students cannot utilize books, other materials or on-line materials or cheat programs during testing.
13. When testing on-line, only CANVAS can be opened and all browsers must be closed.

Testing Center Policy

Rules:

1. Present your Brookdale I.D. card.
2. Bring a #2 pencil.
3. Request a test by course instructor name, course code, course number and unit number only.
4. The last request for exams is two hours before closing.
5. Tests must be turned in promptly at closing time.
6. Request only one (1) test at a time.
7. No children or pets allowed.
8. No food, drinks, or smoking allowed.
9. Leaving the testing center while taking a test is not permitted.

Cheating in the Testing Center is:

1. Possessing materials not provided by the testing center staff.
2. Leaving the testing center for any reason while taking a test.
3. Talking to anyone other than the testing center staff.
4. Copying from anyone's test paper.

5. Sharing aids such as pencils, calculators, erasers, etc.
6. Sitting in an unassigned seat.

Any of these actions will result in the following:

1. The test assistant will take away your test materials.
2. You will be asked to leave the testing center.
3. Your instructor will be informed of your actions.
4. You may receive a zero on the exam.

Incomplete

1. An incomplete grade may be granted in rare circumstances.
2. Incomplete work for a course must be completed according to College policy.
3. All incompletes are granted solely at the discretion of the instructor.
4. Only one incomplete will be granted in one course over the entire program.
5. If incomplete work is not finished, the student will be assigned a grade of F.
6. **An incomplete will not be given if the student has failed the final examination.**

Clinical Evaluation

Clinical evaluation is an educational as well as an evaluative process. A method, as objective as possible, will be used to evaluate clinical competence. Since self-discovery and growth are crucial to the process of learning, the evaluation tool will provide individuals with a method of assisting them to realistically appraise their strengths and weaknesses.

The clinical evaluation will—

- 1) be measurable,

- 2) reflect progression through the program,
- 3) reflect practice-based competencies, and
- 4) encourage student participation in the evaluation process.

The clinical evaluation tools focus on the achievement of competencies. The method of evaluation is identified in each course syllabus. Students are responsible for previously learned competencies and for practicing in a manner that never jeopardizes patient safety. **Behaviors that jeopardize patient safety will result in clinical failure.** Clinical laboratory is a learning, as well as an evaluative, situation. Students will be evaluated only after they have had an opportunity to practice the behavior.

Clinical Laboratory Requirements

1. Students must meet the criminal history background check as outlined on page 9.
2. Students are required to meet all scheduled clinical laboratory learning experiences, with the following exception:

Eight (8) hours may be missed each long semester without being made up.

There is no 8 hour time back in summer semesters.
3. Opportunities to make up absences are with prior approval and are scheduled during the last week of each term. During Summer II Practicum (RADT 258) there are no scheduled make-up hours. The student remains responsible for making up any missed time.
4. **Students who miss more than the allotted time will be assigned a grade of F.**

5. All clinical make-up sessions are conducted during usual clinical hours. Students authorized to participate in any make-up time during the last week of the semester will participate in educationally valid activities as outlined in the relevant course syllabus.
6. In the event a religious holiday falls on a clinical day, the student is responsible for making up the time.
7. When a student is unable to complete the required clinical laboratory experiences in the time provided, the student's situation will be reviewed by the radiologic technology faculty in conjunction with the Dean of the Health Science Institute to determine the feasibility of an incomplete.
8. It is the student's responsibility to notify the clinical instructor in a timely manner when clinical evaluations are behind schedule.
9. Faculty are authorized to exclude a student from participation in clinical laboratory sessions when the student has not met competency due dates, is unprepared, is not in proper uniform, lacks radiation badge, is tardy, when performance falls below a competency level, when the Fitness for Duty policy is violated, when the student does not meet agency health standards, for unprofessional behavior, or when the student does not comply with agency policies.
10. In the above situations, participation in clinical laboratory experiences will be discontinued until there is evidence that the student's progress meets the criteria for competent clinical performance.

11. If a student is deemed to be unsafe, the student will be excluded from clinical laboratory, may not self-drop, will be assigned a grade of F, and will be dismissed from the program. This is applicable at any time during a term. Behaviors that may result in immediate dismissal include, but are not limited to:
 - a) determination by the clinical faculty that the student is unsafe;
 - b) performing acts beyond the scope of radiologic technology practice;
 - c) unauthorized use or distribution of equipment or drugs;
 - d) Falsification or alteration of Agency documents;
 - e) Breach of clinical computer password;
 - f) Unauthorized access of patient records;
 - g) failure to return film badges per policy;
 - h) client abuse, neglect, or abandonment;
 - i) felonious acts, including moral turpitude;
 - j) violation of ethical principles;
 - k) violation of the Fitness for Duty policy; and
 - l) violation of academic integrity.
12. If an Agency refuses to allow a student to continue in clinical laboratory, the student may not self-drop, will be assigned a grade of F, and will be dismissed from the program.
12. Students who are denied admission to a hospital because of the criminal history background check will be dropped from the program.
13. Students may not be in clinical laboratory without name badge, radiation badge, and complete uniform.
14. In RADT 252, students are required to switch clinical sites and remain at these sites until the program is completed.
15. Students who have been dismissed from the program may attend the rest of the classes in the course for which they are currently registered, if they so choose, but may not take examinations nor attend clinical laboratory.
16. No two (2) first-year students may perform radiographic procedures together.
17. Students must update personal clinical competency activity logs at the end of each day.
18. Students must submit to the laboratory completed clinical competency evaluations within one week of completion.
19. Students must sign in and out each clinical day using e-timesheet within 100 feet of department.
20. Students may NOT make up missed time during lunch breaks or before or after scheduled hours.
21. All Clinical scheduling is at the discretion of the Dean of the Health Science Institute.

College Laboratory Requirements

1. Each radiologic technology course includes learning experiences in the college laboratory that are designed to develop the student's competence in the performance of radiologic technology skills. These demonstrations are mandatory.

2. **Students who miss a demonstration must subtract the missed time from the eight-hour excused absence.** There are limited provisions for making up demonstrations. Students are not to miss more than 1 demonstration.
3. Students missing more than one demonstration will be pulled from clinical to make-up demonstration before proceeding in laboratory competencies.
4. After a period of practice, student performance of designated skills is evaluated by College laboratory personnel.
5. Students must demonstrate a satisfactory level of performance for each skill in the College laboratory setting before clinical laboratory practice of the skill can be implemented.
6. A record of individual student skill mastery is maintained in the College laboratory.
7. Demonstration of technical skills for a particular unit will be completed prior to the scheduled unit test.
8. Students must submit completed laboratory evaluations upon completion.
9. Students who have not completed College laboratory requirements for a particular unit within 2 weeks of designated dates within the respective course syllabus will not be allowed to participate in clinical laboratory until requirements are up-to-date

Computer Laboratory Requirements

1. The Health Science Institute computer lab is primarily for health science students. It is available for

student use except if a class is scheduled to use the room. The key is available Monday through Friday, 9:00 a.m. to 4:30 p.m. in room MAS 120

2. Unprofessional behavior will result in the loss of the right to use the lab.
3. **No food or drink is allowed at any time in the computer lab.**

Voluntary Withdrawal

1. Students may withdraw by procedure according to College policy.
2. Students who for personal reasons need to voluntarily withdraw from the program must notify their instructor.
3. Students who voluntarily withdraw after the College withdrawal date will be assigned a grade of F and will fail the course.
4. If the College withdrawal date falls on a Monday, it may be extended to Wednesday in that same week. Consult the Registrar for details.

Remediation/Referrals

1. Faculty are authorized to refer a student to a counselor as soon as a problem develops and for any violation of a policy, so that students can receive timely intervention.
2. It is the student's responsibility to contact a counselor for appropriate intervention as soon as the student is notified of a referral.
3. A laboratory assistant is available in the department lab to reinforce classroom instruction, facilitate study groups, and provide assistance related to equipment and technology.

Appeal Process for Dismissal Due to Clinical Failure

A student who is dismissed from the Radiologic Technology Program because of unsafe clinical performance or failure to achieve clinical competencies at the indicated level may appeal the decision if he or she believes that the faculty member has inconsistently applied department policy or the faculty member has rendered a decision without considering all the pertinent facts. **The evaluation of the merit of these facts is solely within the clinical judgment of the faculty member.** Only the lack of consideration of facts is a reason for appeal.

The burden of proof is on the student, who must be prepared to substantiate his or her argument with information.

Readmission for Dismissed Students

1. Students may only self drop once from radiologic technology courses during the radiologic technology program.
2. Students who have been dismissed from the program due to classroom failure and who have withdrawn from the program may apply **once** for readmission.
3. Students who are eligible for readmission must submit a letter requesting re-admission to the Program Coordinator and Health Science Administrator. Students will be notified of their status for re-admission.
4. Students who have been assigned a grade of F because of clinical failure and who have been dismissed from the program may be readmitted **only** upon approval of the Dean of the Health Science Institute after consultation with faculty and evaluation of the student's record.

5. Students who have been dismissed from the program and have been readmitted must repeat the entire course, including all components of the course.
6. Students who have been dismissed may have their clinical placement determined by the Dean of the Health Science Institute.
7. Faculty may request validation of skills at any time.
8. All readmissions are contingent on the availability of space.
9. Students who have been dismissed for violation of academic integrity or a violation of conduct are not eligible for readmission.

Readmission for Students Who Voluntarily Withdraw

1. When a student postpones registering for a term or has voluntarily withdrawn from a course, the student must withdraw from the program.
2. Students who have voluntarily withdrawn from the program and who apply for readmission must request readmission in writing through the Health Science Administrator.
3. Students who have voluntarily withdrawn from a course and from the program and have been readmitted must repeat the entire course, including all components of the course.
4. Faculty may request validation of skills at any time.
5. Students who withdraw from the program for health reasons must present a health clearance.
6. All readmissions are contingent on the availability of space.

7. Returning students will be admitted on a space-available basis August 1 for the fall term and starting January 7 for the spring term.

COMPLAINTS

1. If a student has a concern or a complaint they are encouraged to resolve those issues with the appropriate channels. Faculty believes that every attempt should be made to resolve complaints at the lowest level possible.
2. Faculty reserves the right to bring in another faculty member to a meeting discussing student concerns or complaints. Likewise, students may elect to invite a third party to listen during these meetings.
3. The Health Science Institute requests the following the chain of command sequence below when dealing with issues and concerns:

Chain of Command:

Classroom issue → Course
faculty → Program
Coordinator → Department
Chair → Dean Health Science
Institute
Clinical issue → Clinical
faculty → Course faculty →
Program Coordinator →
Department Chair → Dean
Health Science Institute
College Lab issue → Skills
Lab personnel → Laboratory
Coordinator → Course faculty
→ Program Coordinator →
Department Chair → Dean
Health Science Institute

resolved to their satisfaction can initiate the appeal process.

2. Students who are in the appeal process may not attend clinical laboratory nor sit for any examinations until the appeal is resolved.
3. The College appeal policy is detailed in the College Student Handbook.

Appeal Process

1. Students who wish to explore problems that have not been

STUDENT GRADE APPEAL PROCESS

Suggestions for Students from Students and Faculty

The College appeal process is detailed in the College Student Handbook.

In order to begin the appeal process, you should first review the entire Grade Appeal Process. You'll be best prepared if you are aware of all steps in the process. Since this is a formal process, it is important that you keep copies of all records and activities relative to this appeal and be properly prepared to present your appeal. Below are suggestions from students and faculty to assist you in the process.

- Gather any pertinent data. This may include:
 - Course syllabus
 - Any addenda (such as handbooks) supplied by the faculty if applicable to the course
 - Copies of any/all tests, quizzes or papers in your possession which are relevant to your appeal
 - Copies of any/all notices and/or correspondence between you and the faculty member relevant to the grade in dispute.
- Organize your thoughts and write a list of reasons why you feel the appeal should be honored. Be factual. Have someone proofread your work. Please remember that an appeal is not a forum for personality disputes but for legitimate situations where there is a dispute.

FITNESS FOR DUTY POLICY

It is expected that students will come to class, college laboratory, and clinical laboratory in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout scheduled time. The objectives of this policy are to identify the impaired student and ensure safe, competent patient care and performance.

Faculty are held accountable for ensuring that students are fit for duty and for taking prompt, appropriate, and decisive action whenever a student appears to be impaired.

1. When a faculty member ascertains that a student is having performance problems and substance abuse is suspected, the instructor will:
 - a. Observe and document deficiencies in the student's performance.
 - b. Confront the student with specific observed indicators of the student's substandard performance. Examples of indicators may include but not be limited to:
 - i. Absenteeism and/or tardiness.
 - ii. Drowsiness or lassitude.
 - iii. Smell of alcohol on the breath/body.
 - iv. Inability to complete clinical assignments.
 - v. Slurred/incoherent speech or speech pattern different from normal speech.
 - vi. Unusual aggressive behavior (verbal/physical).
 - vii. Unexplained change in mood.
 - viii. Change in appearance.
 - ix. Lack of manual dexterity.
 - x. Lack of or decreased coordination in body movement.
 - xi. Inappropriate responses to stimuli – verbal/non-verbal.
 - xii. Unexplained work-related accident or injury.
 - xiii. Inattentiveness to work.
- c. If the student's observed behavior or performance raises any questions about the student's fitness to perform the clinical assignment safely, the instructor will:
 - i. Stop the student's participation in clinical assignment immediately.
 - ii. Interview the student regarding observations and ask for an explanation.
 - iii. Seek concurrence from a second health professional that the student is unfit for duty.
- c. Concurrence of two health professionals will result in the student being sent home with a clinical absence.
- d. If applicable, an arrangement will be made for someone to drive the student home. The student must leave the clinical environment.
- e. Faculty will notify the Dean of Health Sciences as soon as practical that the student was removed from clinical for a suspicion of substance abuse
- f. Schedule a meeting with student and Dean of Health Sciences to discuss behavior and/or signs of impairment; establish expectations and limits for future behavior of student.
- g. Any student who withdraws or is dismissed from school in order to obtain treatment may re-apply to the program one time. The student must apply in writing to the Dean of Health Sciences. If the student qualifies for readmission, the student will be informed of any requirements which must be met in order to re-enter the program and of special conditions which might be required.

2. If the student disputes the faculty finding of unfit for duty, he or she should request **immediate** drug/alcohol screening. The student is responsible for all costs associated with the screening. The student must agree to release the results of the screening to Brookdale Community College Dean of Health Sciences.
 - a. Any student with a positive screening will be dismissed from the program and referred for appropriate counselling.
 - b. If the results of the test indicate a negative test for alcohol or drugs, the student shall meet with the Dean of Health Sciences to discuss the circumstances surrounding the impaired clinical behavior. Based on the information presented during this meeting, the faculty in consultation with the Dean of Health Sciences, will make a decision regarding the student's return to the clinical setting. If returned to the clinical setting, the student must make-up any absences incurred.
3. If the student is in the classroom or other College property and is deemed unfit and/or using alcoholic beverages, illegal or un-prescribed controlled chemical substances the instructor will follow the steps outlined in the college-wide Student Conduct Code. The event will be reported to the Director of Conduct and/or Brookdale police. Students will be reported to the local authorities for any illegal activities.
4. Habitual impairment or unwillingness to seek treatment is cause for dismissal from the program without readmission.

HEALTH/INCIDENT POLICY

A student who is injured or who has a health issue in clinical laboratory must immediately report the incident to the instructor, who will complete a clinical site

incident report. If the injury occurs in a hospital, the student will be seen in the hospital emergency room at no expense to the hospital. The decision to send the student to the emergency room will be made by the instructor, but the student has the right to refuse care.

College incident reports and records related to clinical incidents will be released to the hospital, if requested, for use by the hospital in any legal or regulatory proceeding which may involve the College, the student, or the agency.

If a student is injured in the College laboratory, an incident report must be submitted to the Dean of the Health Science Institute.

The Radiologic Technology Program will include clinical work performed in hospitals and other facilities and will include direct care or exposure to clients with a variety of illnesses and diseases, including the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease-carrying bacteria and microorganisms and come in contact with patient situations that could be hazardous to individuals who are pregnant.

Students who have a latex allergy must inform their instructor at the beginning of each semester and are responsible for providing appropriate gloves if necessary.

Students who have special physical or allergic needs must provide medical documentation. After hospitalization, surgery, or childbirth, students must submit medical clearance to the clinical instructor. **Faculty may request medical clearance at any time from a student.**

Post Exposure Blood and Body Fluid Procedure and Process

The primary means of preventing occupational exposure to HIV and other blood borne pathogens is in the strict adherence to infection control standards, with the assumption that the blood and

other body fluids of all individuals is potentially infectious. The routine use of barrier precautions when anticipated contact with blood or body fluids, immediate washing of hands or other skin surfaces after contact with blood or body fluids, and careful handling/disposing of contaminated sharp instruments or other equipment during and after use is recommended. Student responsibilities include:

1. Annual review of Infection Control/Blood borne Pathogens module on Learning Harbor.
2. Utilize appropriate barrier precautions during the administration of care to all individuals.
3. Utilize appropriate safety devices for the handling/disposing of contaminated sharp instruments or other equipment.
4. Immediately report accidental exposure to blood or body fluids.
5. Initiate immediate intervention of the management of accidental exposure to blood or body fluids
 - a. Immediately wash the area with soap and water
 - b. Immediately report the incident to instructor and/or supervisory personnel
 - c. Complete appropriate documentation according to agency standards and provide a copy of the report to the Dean of Health Sciences. Another copy will be kept in the student's file.
 - d. Submit an Incident Report.
6. Decisions regarding post-exposure management, prophylaxis, and follow-up will be at the discretion of the individual and his/her health care provider.

7. The injured party will be financially responsible for treatment, prophylaxis and follow-up care resulting from the incident. Typically, an ED follow-up is not required unless emergency care is deemed necessary (i.e. sutures).

Post-Exposure Communicable Disease

In the event that a student is exposed to a reportable confirmed communicable disease during their clinical rotation, the student will be notified as being an individual who may have been in contact with the case during the infectious period of disease. Notification may come from either the college or the clinical agency's occupational health department. The student will receive post-exposure prophylaxis information. Decisions regarding post-exposure management and follow-up will be at the discretion of the individual and his/her health care provider.

CHAPERONING POLICY

When students are performing procedures that are patient sensitive, the student should talk with the instructor to receive guidance and to determine if the presence of another individual is advisable. The instructor may, at any time and at his or her sole discretion, require that another individual be present during any patient interaction.

SERVICE WORK POLICY

Students may not perform service work for pay at any time during scheduled clinical rotations. All clinical experiences are detailed in the College master schedule. Make-up experiences are scheduled by the program faculty in consultation with the Director and with the student. These make-up experiences are always within regular College hours.

Service work outside clinical laboratory is the responsibility of the individual student.

The decision to hire an individual who is in the Radiologic Technology Program is the prerogative of the employing agency. Supervision and evaluation of this individual are the responsibility of the employing agency.

RADIATION PROTECTION POLICY

1. Students shall observe radiation safety principles as stated in the NJ Radiation Protection code.
2. Brookdale Community College will provide radiation monitoring service to all students.
3. **Students are required to wear film badges at collar level in the college and clinical laboratory facilities. No student will be permitted to participate in any laboratory experience if (1) he/she is not wearing a film badge or (2) he/she is wearing an outdated film badge.**
4. Radiation badges are to be worn at collar level and outside the lead apron when using fluoro.
5. All students must leave their clinical film badges in the designated place in the Radiology Department.
6. Film badges are sent in for readings quarterly and replaced with a new badge each quarter.
7. If at any time the student's radiation monitoring reading exceeds 125 mRem in any given quarter, the student will be counseled and a written plan of action will be recorded.
8. If at any time the student's radiation monitoring reading reaches 1000 mRem (1 Rem), the student will be removed from clinical practicum until his/her safety can be assured.
9. In the event a badge receives more than the minimal exposure, it will be checked by the Radiation

Safety Officer to determine the probable cause. The student will be counseled.

10. Each student must review and initial film badge reports.
11. Students must never store their badges in their car or near heat, direct light, or microwaves.
12. If a film badge is lost or damaged, it must be reported to the instructor immediately. The student must complete a badge incident report.
13. Should a student badge be exposed or a radiation-monitoring incident occurs, he/she must report it to the instructor immediately.
14. Students shall never hold patients or hold an image receptor during a radiographic exposure.
15. Students shall never use fluoroscopy as a way to position patients for exams.

MRI SAFETY AND ASSESSMENT POLICY

1. During Fall 1 RADT 153 course and prior to any student entering a MRI imaging area, the student must complete a screening assessment for magnetic wave or radiofrequency hazards.
2. During Fall 1 RADT 153 and prior to any student entering a MRI imaging area, the student must complete a MRI safety learning module and successfully complete MRI safety examination with a score of 90 or above.
3. A student must notify the clinical coordinator immediately of any potential physical changes that may create a safety hazard in a MRI imaging area. This may

include, but not limited to metal shavings in eye or body, shrapnel of any kind, metal implants, joint replacement or surgical staples.

4. No student should be in the MRI imaging area unless he/she has completed an MRI assessment, and passed MRI safety examination.
5. Students may assist with patient lifting and moving after the fulfillment of above requirements.
6. No student should be in the MRI imaging area for observation or participation until all above requirements are met and scheduled as an imaging rotation by the clinical coordinator.
7. Any student who indicates that he/she may be at risk on their MRI assessment or has had a change in health status that may pose a risk in the MRI imaging area must obtain medical clearance from his/her physician prior to entering this area.
8. Any student who is found to be at risk of entering the MRI area will be excluded from this area at all times.

STUDENT PREGNANCY POLICY

1. The relative risk to the embryo and/or fetus from x-rays shall be thoroughly explained to all students prior to actual operation of x-ray machines. United States Nuclear Regulatory Commission (NRC) Regulatory Guide No. 8.13, *Instruction Concerning Prenatal Radiation Exposure*, and NCRP Report No. 91, *Protection of Embryo-Fetus*, are suggested as references for all students.
2. The Radiologic Technology Board of Examiners recommends a total dose equivalent limit (excluding medical exposure) of 5Msv (50 mR) for the embryo-fetus. Once a

pregnancy becomes known, exposure of the embryo-fetus shall be no greater than 0.5 Msv (50 mR) in any month (excluding medical exposure).

3. Provision shall be made for reentry into the program when a leave of absence is taken by the student.
4. All didactic and clinical education hours as mandated by the program must be completed prior to graduation.

Student Pregnancy Procedure

1. A pregnant student has the option to declare or **not** declare her pregnancy and to withdraw declaration at any time.
2. To declare pregnancy, a student must, in writing, provide her name, a statement of her pregnancy, estimated date of conception (month and year), and the date she gave the letter to the program director or designee.
3. The student will be asked to read United States Nuclear Regulatory Commission (NRC) Regulation 10 CFR Part 20.1208, "Dose to an Embryo/Fetus," and NCRP Report No. 54, "Medical Radiation exposure of Pregnant and Potentially Pregnant Women," and No. 116, "Limitation of Exposure to Ionizing Radiation."
4. The program director, Radiation Safety Officer, or designee will counsel student as to program completion options. The student will be given two (2) weeks to consult with her physician and family and make a decision as to which of the following options she will follow:
 - a) **Remain in the program with no limitations.**

- b) **Remain in the program with limited clinical activities.**
- c) **Request a leave of absence.**
- 5. Option #1: To remain in the program with no limitation in clinical activities.
 - a) The student will discuss the physical requirements of the educational program and the potential for radiation exposure with her physician. She must bring to the program director written permission from her physician permitting her to continue her clinical assignments without limitation. (In the event the student cannot fulfill the physical requirements of the program, she will not be permitted to continue clinical activities until after the delivery.)
 - b) The student will be permitted to return to previously assigned clinical rotations in all imaging areas. Clinical experience in all areas is a requirement for graduation.
 - c) The student will be responsible for all didactic lessons, assignments, and tests, as usual.
- 6. Option #2: To remain in the program with limited clinical activities.
 - a) The student will discuss the physical requirements of the educational program and potential for radiation exposure with her physician. She must bring to the program director written permission from her physician permitting her to continue her clinical assignments. Any physical limitations by the student need to be noted by the physician in his/her letter. (In the event the student cannot fulfill the physical requirements of the program, she will not be

permitted to continue until after the delivery.

- b) The student will be reassigned to rotations in lower risk radiographic areas. The student will not be permitted to perform high-exposure-rate radiographic examinations during the entire gestational period, including fluoroscopy, portables, operating room, and nuclear medicine and special procedure rotations.
- c) The student will be responsible for all didactic lessons, assignments, and tests, as usual.
- d) The student will make up all rotations, evaluations, and/or clinical time missed because of pregnancy. The student will assume the responsibility of meeting with the program director and clinical coordinator to plan this make-up time following delivery.

Note: The student will miss approximately eight to ten weeks of fluoroscopic, portable, and operating room rotations while pregnant, depending on the time of the pregnancy.

- 7. Option #3: Leave of absence.
 - a) The student must request the leave of absence in writing.
 - b) The student will be dismissed for all clinical courses. The student may, if she chooses, complete all non-clinical courses for the semester in which she is already enrolled.
 - c) The student will be reevaluated upon return to the program. A variety of category competency evaluations will be conducted to ensure the student has retained the

- required skills prior to being allowed to practice those examinations in the clinical laboratory. Upon satisfactory completion, the student will resume clinical courses.
8. Radiation safety during options #1 and #2:
 - a) The program and student will follow NCRP reports 53, 54, and 91 and NCR report 8.13 during the entire gestational period for radiation monitoring and protection.
 - b) At no time will the pregnant student stay in a radiographic room during an exposure or while the radiologist is fluoroscopying without a protective lead apron. Under no circumstances will a pregnant student hold or assist a patient during a radiographic exposure.
 9. Option #4: Student may withdraw declaration of pregnancy at any time. The student must submit a written notification of the fact to the Director.
 7. The Centers for Disease Control guidelines **must** be followed at all times.
 8. Hands must be washed thoroughly upon entering and leaving the laboratory.
 9. Lab coats must be worn at all times in College laboratory.
 10. No open-toed shoes may be worn in College laboratory.
 11. The lab will be open during posted hours for testing and practicing of skills.
 12. Designated skills in the Radiologic Technology curriculum must be tested and passed in the college lab before they can be performed in the clinical laboratory by the student.
 13. Students must sign up in advance for practice and evaluation time.
 14. All testing appointments must be done through the lab instructor.
 15. The lab instructor must be notified if a student is unable to keep a scheduled appointment.

COLLEGE LABORATORY

1. Only authorized persons will be allowed in the laboratory.
2. Children are not allowed in the laboratory under any circumstances.
3. Students will be permitted to work in the laboratory only when an instructor is present.
4. All accidents, no matter how minor, **must** be reported to the instructor and an incident report filed and submitted to the Dean.
5. Eating, drinking, or smoking are not permitted in the laboratory.
6. No cell phones or electronic devices in the college laboratory.
16. Students more than ten minutes late for an appointment will forfeit their time and complete work the following scheduled appointment or be rescheduled when time permits.
17. Students who do not keep appointments will have lab appointments scheduled for them by the lab instructor.
18. Students **must** have practiced a skill and be well prepared in the performance and theory of the procedure before beginning evaluation.
19. Students are expected to be prepared and ready with evaluation forms at the beginning of their scheduled appointment.

20. Students must attend scheduled appointment to be tested on laboratory skills practiced in the College laboratory within a period of two (2) weeks.
21. Any student failing a laboratory competency must reschedule for a reevaluation after adequate practice and within two (2) weeks of date of failure.
22. Any student falling behind more than 2 weeks will be removed from clinical laboratory.
23. Each student is expected to put all equipment away and straighten up the work area after completion of an exercise, a practice session, or an evaluation.
24. Practice of skills in the lab will include the use of mannequins along with instructional supplies appropriate to the skill.
25. Students having serious difficulty finding time for the lab should apprise the lab instructor of this problem as soon as possible to avoid falling behind in their skills.
26. Students must dispose of needles and syringes in the SHARPS CONTAINERS (per CDC guideline). A student who fails to comply will be failed for that skill and evaluated for safety control.
27. Students not testing may not interrupt instructors during a test nor observe another student testing.

SOCIAL MEDIA POLICY

Students should use care when referring to their program on social networking sites. It is the students' responsibility to be aware of Federal and State laws regarding privacy and confidentiality of information. The faculty has adopted the Principles for Social Networking:

1. Students must not transmit or place online individually identifiable patient information.
2. Students must observe ethically prescribed professional patient boundaries.
3. Students should understand that patients, colleagues, institutions, and employers may view postings.
4. Students should take advantage of privacy settings and seek to separate personal and professional information online.
5. Students should bring content that could harm a patient's and/or co-workers' privacy, rights, or welfare to the attention of appropriate authorities.

6 Tips to Avoid Problems:

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the patient relationship.
3. Maintain professional boundaries in the use of electronic media. On-line contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, co-workers or clinical agencies, even if they are not identified.
5. Do not take any photos or videos or audio recordings in the clinical environment including the college lab setting.
6. Promptly report a breach of confidentiality or privacy.

Students who violate this social media policy do so at the risk of being subject to HIPAA procedure/guidelines and consequences, and do so at the risk of disciplinary action that can be course failure and/or dismissal from the program.

UNIFORMS

Students shall dress in a manner that will not jeopardize the safety of the patient or their professional relationship with the patient, e.g., hair must be off the shoulders and away from the face.

Agency dress codes must be followed at all times.

The definition of patient safety is at the discretion of the instructor.

Examples of dress code violation include but are not limited to:

- Any body piercings.
- Body tattoos/painting that are visible.
- Artificial nails, acrylics, wraps, gels, or nail jewelry.
- Skirts shorter than three inches above the knee.
- Flip-flops and open toe shoes.
- Lack of hosiery or socks.

The uniform consists of:

- White uniform pants (no jeans/denims) or white uniform skirt or skort.
- Cranberry V-neck scrub top with **embroidered identification**.
- T-shirts or garments worn under scrub top must not show above scrub top (no long sleeves or turtlenecks).
- White, hip-length lab coat (3 pockets, with program embroidery) – no longer than hip length.
- Film badge.
- Solid white sneakers or shoes.
- Left and Right lead markers (to be purchased separately).
- Name pin (can be obtained in College bookstore).
- Hospital ID
- Watch with second hand.

- Pen and small note pad.
- Radiographic Procedure/Technique book (included in book purchases).

Students shall present a clean and neat appearance to both patients and colleagues. Your appearance reflects you, the College, and the agency.

1. Religious headwear is acceptable.
2. Medical Alert jewelry is acceptable.
3. Hair will be neat, clean, and freshly combed in a conservative style.
 - a. No Mohawks or asymmetrical styles are permitted
 - b. Hair must be a natural color with no extremes in dying, bleaching, or coloring. No fad designs or colors will be accepted
 - c. Hair will not fall in front of the shoulders while in the clinical setting or lab. Hair must be secured from falling across the face when in clinical and lab
 - d. Facial hair, mustaches, beards, and/or sideburns will be neatly trimmed and short. Facial hair that may interfere with the integrity of the skin mask seal will not be permitted.
4. Finger nails must meet the following criteria:
 - a. No longer than ¼ inch
 - b. Clean
 - c. No artificial nails, nail wraps, nail gels, decorations, nail jewelry or other artificial additions to natural nails
 - d. No chipped nail polish
5. Make-up, when worn, must be applied subtly
6. Perfume or cologne are not to be worn
7. No noticeable odor of tobacco smoke on person or clothes

8. Any visible jewelry will be professional in appearance and will create no safety hazard:
 - a. Earrings will be $\frac{1}{4}$ " in diameter or smaller and fit snugly against the ear lobe. Only one pierced stud allowed in each ear. No dangling necklaces allowed.
 - b. Jewelry that inhibits the effective practice of standard precautions is prohibited.
9. No body piercings or tattoos will be visible while in any clinical setting.

Students whose appearance does not meet the above parameters will be excluded from participation in Clinical Laboratory. May return to clinical laboratory only when dress code is adhered to and the student must make up the missed time.

EDUCATION POLICIES

Brookdale community College Radiologic Technology Program is congruent with the college-wide policies for non-discrimination, reporting information about discrimination/sexual harassment, safety and security, and in the providing disability services and accommodations. Any differences in Family educational Rights and Privacy Act of 1974 (FERPA) or the maintenance of student files policies are justified by the purpose of the Radiologic Technology Program.

NONDISCRIMINATION POLICY

1. Brookdale is an Equal Opportunity Affirmative Action Institution. No person in whatever relationship with the College, shall be subjected to discrimination or harassment on the basis of race, creed, color, nationality, national origin, ancestry, age, sex/gender (including pregnancy), marital status, civic union status, domestic partnership status, gender identity or expression, familial status affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability (including perceived physical, mental, and/or intellectual disability) or other protected categories or activity (i.e. opposition to prohibited discrimination or participation in the complaint process). Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

INFORMATION ABOUT REPORTING DISCRIMINATION/SEXUAL HARASSMENT

1. Any student, who feels he/she has been the victim of discrimination or sexual harassment, should bring these concerns to the attention of the designated Section 504/ADA and Title IX Coordinator for all student

matters. Specific information is located in the college academic catalog or contact the office of the VP for Student Success, located in MAC 106, or phone 732 224-2215.

SAFETY AND SECURITY

1. As is required by the Higher Education Authority Act, Brookdale annually publishes a Safety and Security Report which is available for review on the Police Department web site at www.Brookdalecc.edu/campus-safety. The website provides information including campus alerts crime statistics or how to report an incident.

DISABILITY SERVICES

Students needing information about accommodations are encouraged to contact the Director of Disability Services at (732) 224-2739 or located in MAC 111. Students with Disability Alert Forms are responsible for giving them to the instructor. They are responsible for discussing the accommodations they are entitled to if the provision of the accommodation(s) does not jeopardize the integrity of the course. They are responsible for requesting accommodations in a timely manner. Students must remind their professors a week before each examination to allow them and/or Disability Service Office staff to plan for testing accommodations. Students with disabilities must maintain the same responsibility for their education as other students. These responsibilities including maintaining the academic

integrity of the courses and following the Student Conduct Code.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

FERPA provides for the confidentiality of student records. Brookdale reserves the right to release or not to release, Directory Information at the discretion of appropriate officials. Directory Information may include a student's name address, telephone number, field of study, participation in activities, weight and height of athletic team members, dates of attendance, degrees, awards, and most recent educational institution attended e-mail address, class schedule, class roster and photographs. As a member of the Brookdale community (student, parent, faculty, an staff), FERPA will also designate the types of information that can be accessed, and how the information can be obtained. The Radiologic Technology program does share information with clinical affiliates in compliance with rules, policies, and protocols of the clinical affiliate and that apply to its employees.

STUDENT FILES

The Radiologic Technology program maintains a file of each active student, separate from the College record. The student departmental file contains information related to the admission requirements, letters to the student, clinical evaluations and notes on program progression. Records of inactive students will be archived and retained for a period of five years. After five years student files will be destroyed.

FINANCIAL RESPONSIBILITY

Brookdale Community College assumes no responsibility for the personal financial arrangements of the student.

Financial aid and counseling is available at the College. Refer to the Financial Aid

Information in the College catalog and the Brookdale Student Handbook.

Information about scholarships is available through the Brookdale Foundation at <https://www.Brookdalecc.edu/advancement/Brookdale-foundation/available-scholarships/>.

Tuition is set annually by the Brookdale Board of Trustees and is approved by the Monmouth County Board of School Estimate. Effective fall 2017, there are specific course fees for the Radiologic Technology Program in addition to the tuition, and general fees. Tuition and fees for the current academic year are available at the Brookdale website at <https://www.Brookdalecc.edu/admissions/tuition-fees/>.

In addition to the noted fees, students entering the Radiologic Technology Program should anticipate approximately \$2000.00 in expenses for items such as, but not limited to: criminal background checks, health screenings, and uniforms. Textbooks and required course materials are approximately \$2000.00 more over the course of the program.

MISCELLANEOUS

REGISTRATION

Each term, the primary clinical agencies scheduled for each radiologic technology course will be identified on the bulletin board outside the Health Sciences office. Please do not use the Master Schedule to plan and register for the coming term. An accurate schedule will be posted on the Health Sciences bulletin board. Experiences in other locations will be announced early in the term, so that you can plan your schedules and transportation.

Registration for courses at Brookdale is based upon a priority system in which those students who have earned the most credits are given the earliest opportunity to register, and those who have earned the least number of credits are assigned to register last. The Radiologic Technology Department abides by this policy. There is no system of priorities that could assure that each student would consistently be able to register for their first choice of clinical sections. No student may change sections after registration.

The Master Schedule identifies the time and location for classes throughout a term. However, this schedule may be adjusted during the first and last weeks of the course. The specific adjustments are posted and announced in advance. Generally though, students should plan to attend classes on campus during the first week of a term. The day identified as Orientation Day is frequently planned for course orientation and beginning instruction in the first unit of a course. During the first week of each term, clinical days may be scheduled for on-campus instruction. In some courses, there are no clinical experiences scheduled for the final week of the term. This time is set aside for students to make up clinical absences or deficiencies and for

student/faculty clinical evaluation conferences and testing.

CLINICAL SCHEDULING

In planning clinical learning experiences for each radiologic technology course, the faculty tries to assure that each student is scheduled for the clinical area that is most likely to provide a variety of learning situations appropriate to the unit or course content currently being studied. This is the primary consideration in scheduling your clinical experiences.

Because the faculty views scheduling you to be in the right place at the right time to be the priority, there will be occasions when temporary irregularities in your schedule are necessary. One reason for irregularities in your clinical schedule is the fact that limitations in the size of student groups are imposed on us by the clinical agencies.

The changes that usually result from these factors may include temporary adjustments from one agency to another for experiences in a particular setting. Occasionally, a temporary adjustment in the days/hours for which you are scheduled may also be necessary.

Given the above priorities and limitations with regard to your clinical schedule, you may be required to make infrequent adjustments. In most instances, you are informed of irregularities prior to registration, so that you can make necessary plans and adjustments in your personal schedule.

Clinical placement is subject to the discretion of the Dean of Science & Health Science.

EMAIL

Instructors can only respond to students' emails through either their Brookdale

email address or through Canvas. Brookdale uses Microsoft Office 365 as the email application for faculty, students and staff. Students' email address is their username followed by @my.Brookdalecc.edu (example jsmith2@my.Brookdalecc.edu). All official Brookdale email communications are sent to this account. Students are expected to access this account at least once per week.

PINNING

In order to participate in the pinning ceremony, students must, per College policy:

- a) have completed all program requirements or
- b) have completed all but seven credits of the program requirements and be registered for the seven credits for the next semester.

Pinning Guidelines

1. Pinning will be student sponsored and student centered.
2. Pinning will be held after class and clinical program requirements have been completed.
3. Faculty will attend as guests.
4. All aspects of pinning must be approved by the Dean of the Health Science Institute.
5. Only funds earned by the students (and not allocated by the Student Activities Board) may be used for pinning.
6. Pinning must follow the following format:
 - Processional
 - Invocation
 - Master of Ceremonies
 - Class Speakers
 - Presentation of Pins

- Farewell Address
- Benediction
- Recessional

7. A student will pin the first graduate, and that graduate will pin the succeeding graduate, etc.
8. The class will appoint a chairperson and a committee to coordinate the pinning ceremony.

GRADUATION

Students anticipating graduation must file a Candidacy for Graduation form when registering for the final term. In order to be eligible for graduation, the student **MUST HAVE COMPLETED 71 CREDITS** as outlined in the College catalog.

Each student should anticipate the following approximate expenses in second Spring semester for graduation:

1. School pin—range \$10 to \$30.
2. State Board fees and expenses—\$100.
3. American Registry of Radiologic Technologists examination—\$200.
4. Review course—approximately \$200 (optional).

FACULTY

Faculty office hours are posted near the faculty's office door. Full-time faculty mailboxes are in the Health Science Institute office. Messages and assignments can be left there.

Student clinical or classroom problems should be referred first to the individual faculty member with whom the student is working. If unresolved contact the Director. Other resources include the Department Chair, and the Dean of the Health Science Institute.

LIBRARY

The Library is an invaluable tool for the wise student. Within the course objectives given to each student at the beginning of a term are listed learning experiences

such as video tapes, reference material, periodicals, etc. These resources can be found in the Library. Those working in the Library are most anxious to help. Never be reluctant to ask for assistance. The Library is a critical and integral part of the program.

RECOMMENDED PROFESSIONAL JOURNALS

Students who wish to subscribe to a professional Radiologic Technology publication are urged to do so by the faculty.

LICENSURE

Graduates of the Brookdale Community College Associate Degree Radiologic Technology Program are eligible to apply for state board licensure through the New Jersey Board of Radiologic Technology Examiners, after passing the ARRT.

ACCREDITATION

The Brookdale Community College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901, telephone: 312.704.5300, email: mail@jrcert.org

Standards for accreditation are located on the JRCERT Web site, www.jrcert.org/programs-faculty/jrcert-standards/

Any student who believes the program does not meet a JRCERT standard should first speak to the Program Director. If not satisfied with the response, contact JRCERT.

The program is also certified by the New Jersey Board of Radiological Examiners.

ARRT Standards of Ethics are located on the American Registry of Radiological Technologists at www.cert.org/pdfs/Governing-Documents/Standards-of-ethics.pdf

PROGRAM OUTCOMES

Entry-level examination pass rates are as follows:

2016	---	100%
2015	---	88%
2014	---	96%
2013	—	97%
2012	—	92%
2011	—	100%
2010	—	100%
2009	—	100%
2008	—	100%
2007	—	100%
2006	—	100%
2005	—	94%
2004	—	92%
2003	—	95%
2002	—	76%
2001	—	94%
2000	—	100%
1999	—	100%

PROFESSIONAL ACTIVITIES

Radiologic Technology students are strongly encouraged to join the state and national professional organizations and attend state and national conventions, radiologic technology conferences, seminars, and workshops.

GIFTS

It is faculty policy that students shall not purchase gifts for them at the end of clinical rotations. Please adhere to this policy when thanking faculty for their support and guidance.

GROUP STUDY

A technique that many students with experience in the Brookdale Radiologic Technology Program have found successful in preparing for tests is to meet for informal group discussions to cover the content that has been made available to them, e.g., classroom notes, tapes of lectures, and individual experiences.

Studying in Groups for Examinations and Other Purposes

Adapted from a paper written by Dr. Paul Kazmierski of the Reading and Study Clinic, Rochester Institute of Technology.

Studying with several students can be a very effective use of time. The word “can” is emphasized because group study is often a waste of time due to engrossing bull sessions about irrelevant matters, or due to a lack of adequate preparation.

When done properly, group sessions have many advantages. First, students are motivated to study before coming to the meetings because they do not like to appear uninformed in front of their friends. Second, they require the student to express himself aloud to others, a situation that often points up a lack of understanding where he thought he had adequate understanding. Third, having to explain something to others is an excellent reinforcement of learning; many people have said that they never really understood something until they were forced to explain it to someone else. Fourth, such participation corrects misconceptions and fills in gaps of knowledge. Fifth, hearing what others have to say offers a new slant on the material.

Let us consider some specific suggestions regarding the structure of group study sessions. Each group, of course, should make their own adaptations when applying these suggestions. Assume, therefore, that five students meet together to study chemistry. Also assume that all five have studied previously and have kept reasonably good lecture notes. Just to make the numbers come out easily, assume that the coming examination covers five chapters of reading and ten class meetings.

Step 1: Person A begins by looking over his lecture notes from the first two class meetings. He then asks a question, based on his notes and the course learning

objectives, and selects any other person in the group to answer—the question is stated before the choice of person is made. Person A either agrees with the answer or calls on someone else to give the correct response. This continues for 15 minutes.

Step 2: Person B continues the process, drawing from his notes of the next two lectures. Persons C, D, and E take their turns leading the group.

Step 3: After 75 minutes of this, allowing each of the five participants a fair turn, the session is suspended for a 15-minute break.

Step 4: After the break, someone, perhaps Person A, repeats the same approach using the textbook. The group might wish to spend a little more time on the book, since the book usually contains much more content than the lectures. Of course, if the instructor and/or learning program says the exam will be based solely on the book, the group might wish to begin with the textbook and shift to the lecture notes only for a few final minutes. Many variations of this approach are possible, depending on the nature of the course and the anticipated nature of the examination.

Some groups add a little incentive by imposing a fine each time a member misses a question. The proceeds then go towards buying refreshments for the evening.

Group study need not be restricted to the week immediately prior to the examination. Such a group might meet every week or every other week throughout the term. The personal opinion of the author is that group study sessions, when properly used, offer participants an immense advantage both on subsequent tests and in understanding and remembering the course content.

SUPPORT SERVICES FOR STUDENTS

Counseling and Crisis Counselors

provide personal counseling dealing with relationship problems, substance use issues, family difficulties, and personal crises.

If student is experiencing personal distress or a crises and need help, he/she can call **732-224-2986** to schedule a confidential appointment with one of Brookdale's licensed professional and psychological counselors.

Brookdale also has special arrangements for students with the following "24 hour/7 days a week/365 days per year" emergency resources to call if you are having thoughts of suicide or harming yourself or others.

Monmouth Medical Center Psychiatric Emergency Services @732-923-6999

2nd Floor Youth Helpline - Available to talk with you about any problem, distress, or hardship you are experiencing. Call or text @ **888-222-2228** or visit the website @ www.2ndfloor.org

Academic Advisors Academic

Advisors offer advisement services to all Brookdale students. These services include academic advisement and transfer planning. For student convenience, some services are also available online through our Distance Advising Program. Advisors can be seen on a walk-in basis, no appointment necessary; however wait times could become lengthy during peak periods. For more information, students can call 732-224-2555.

Faculty Office Hours Full-time faculty has available office hours, posted on their schedules. Students are encouraged to seek instructor assistance for academic support and/or concerns

Tutoring Center at the Bankier Library Learning Commons is located on the 1st floor of the Bankier Library provides tutoring services to all students. The Learning Commons Assistants are professional tutors who work with students individually or in small groups on general topics and specific subject areas. Students may make appointments by calling 732-224-2999 or emailing tutoring@brookdalecc.edu. Walk-ins are welcome. Online tutoring is also available to all students via the Northeast Tutoring Consortium. For more information, or to begin a tutoring session, students can visit www.etutoring.org.

Reading Center offers academic support for Brookdale students enrolled in any Brookdale course who need assistance in applying reading strategies in their current courses. Students can schedule appointment online through tutortrac.brookdalecc.edu.

Writing Center offers academic support to any Brookdale student enrolled in any Brookdale course that requires writing. It is staffed by professional writing consultants, many of whom teach English classes. The Writing Center helps with essays and research papers from every academic discipline, including business, communications, health sciences, history, and political science. The Writing Center is located in LAH 118; there are also Writing Centers at the Regional Locations.

Math Lab is located in MAS 204 is an area where students may study, do homework, obtain assistance, and meet with a study group. Students do not need an appointment to work in the Math Lab. For information call 732-224-1808.

Student Success Centers are the one-stop for academic and student support services at the Regional Locations. Open computer labs are available for student use during all general open hours at the Regional Locations.

Student Services Center – Lincroft's One Stop Center is a central location on

the main campus where students can take care of all of their enrollment needs. Located in the CAR Building Center staff can answer all student questions – whether it's enrolling in a class, getting transcripts, or paying for college, and much more. Center staff will show students how to access and use the new self-service modules – like Student Planning and WebAdvisor. Students can do things like add/drop or register online instead of driving to campus or another regional location.

Bankier Library supports the curricula by providing resources, for students as well as faculty, both in the library and online. The Information Commons is an open computer lab where students can research, email, and access software applications. As a facility, there is opportunity for both individual and group study.

Veteran's Center is dedicated to providing support services to veterans and active duty military personnel. In addition to being a service and information hub, the Center is a focal point for our veterans to gather and interact informally. It also provides a dedicated location for Veteran Club meetings. The Center is located in MAC 112. To schedule an appointment or for additional information on services and resources, faculty and students can call 732-224-2106.

IMPORTANT ONLINE COLLEGE PUBLICATIONS

The Brookdale Catalog is available online at <http://catalog.brookdalecc.edu/>

The Brookdale Student Handbook is available online at <https://www.brookdalecc.edu/student-handbook-2/>

SCHOOL CLOSINGS

When severe weather/emergency warrants delayed openings or closing of the College, announcements will be made

on the Brookdale Public Radio Station WBBJ-FM 90.5 or WJLK 1310-AM/90.3 and on the college website.

Students are strongly encouraged to subscribe to the RAVE alert system which provides text messages related to Brookdale's closing. Students should update their mobile phone number and mobile carrier by clicking on the WebAdvisor icon from the "MyBrookdale" link on the home page.

RADIOLOGIC TECHNOLOGY BULLETIN BOARD

The Radiologic Technology bulletin board is located in front of the Radiologic Technology laboratory. Here one finds:

1. Notices.
2. General information.
3. Advanced degree information.

ILLNESS

If, in the event of illness, you are unable to attend Clinical Laboratory, you are expected to notify the instructor and the hospital that morning and leave a message with the Radiology department. Please give your name, identify yourself as a Brookdale student, and state you will be absent that day. You must also leave a message in the lab by calling 732.224.2081.

Bayshore Community Hospital:
732.739.5959

Centra State Medical Center:
732.294.2942

Community Medical Center:
732.240.8086

Jersey Shore University Medical Center:
732.776.4441

Monmouth Medical Center South
(formerly Kimball Medical Center):
732.363.1900

Monmouth Medical Center: 732.222.5200

Ocean Medical Center: 732.840.2200

Riverview Medical Center: 732.530.2303

DIRECTIONS

Although the majority of clinical agencies used are located in Monmouth County, students should be prepared to travel outside of the county as well for clinical assignments. Students are responsible for travel to and from the clinical agencies and are required to provide their own transportation to clinical experiences.

Bayshore Community Hospital

Beers Street, Holmdel

From Brookdale, make a left onto Route 520 (Newman Springs Road) to Crawford Corners-Everett Road. Make a right, and travel 4 to 5 miles. At the T, bear right across the Garden State Parkway, and make an immediate left.

CentraState Medical Center

Highway 537, southwest of Freehold

From Route 33, make a left on Highway 537 (West Main Street), and travel one mile. The hospital is on the right.

From Route 9, travel north on Highway 537 (West Main Street), and travel one mile. The hospital is on the right.

From the northern shore area, take Highway 537 west through the Freehold business district, then see directions above.

Community Medical Center

Route 37, Toms River

Take the Garden State Parkway south to exit 82A, Route 37 west. Take the first jug handle to Hospital Drive. Cross the highway, and the medical center will be on your left. Proceed one block to the main entrance. The visitors' parking garage will be on your right after turning into the hospital entrance.

Jersey Shore University Medical Center

Route 33, Neptune

From the north, take the Garden State Parkway to exit 100B. Take Route 33 (Corlies Avenue) east for approximately 3 miles. Jersey Shore University Medical Center is on your left.

From the south, take the Garden State Parkway north to exit 100. Take Route 33 (Corlies Avenue) east approximately 3 miles. Jersey Shore University Medical Center is on your left.

From the west, take the New Jersey Turnpike to exit 7A (Shore Points). Follow Interstate 195 east until it becomes Route 138. Follow signs for the exit for Route 18 north to the Neptune/Route 33 East exit. Take Route 33 (Corlies Avenue) east approximately 1 mile. Jersey Shore University Medical Center is on your left.

Locally, Jersey Shore University Medical Center is easily accessible from routes 33, 35, 9, 70, and 18.

Monmouth Medical Center

In the triangular area created by Westwood, Bath, and Second avenues, Long Branch

From Highway 36 east, make a right on Broadway just east of Shore Regional High School. Proceed on Broadway to Second Avenue. Proceed for approximately 1 mile.

From Highway 71 to Monmouth University, make a right on Cedar Avenue, then a left at Second Avenue. Proceed for approximately 1 mile.

From Ocean Avenue, travel north on Ocean to Brighton, and make a left. Then make a right on Second Avenue to Bath. Make a left on Bath and then the first right at the first intersection.

Monmouth Medical Center South (Kimball Medical Center)

Highway 9, Lakewood

From the north, take the Garden State Parkway to exit 88. Stay right on exit to Route 70 west. At the sign that says “Lakewood—Route 9,” bear right to stop sign. Turn right onto Route 9 north, and travel three miles to Kimball Medical Center, on your left.

From the south, take the Garden State Parkway north to exit 83, Route 9 north. Pass over Route 70, travel three miles to Kimball Medical Center, on your left.

Ocean Medical Center

Jack Martin Boulevard, Brick

From exit 91 of the Garden State Parkway, take the right fork after the toll booth. Continue to the third traffic light (Highway 88). Turn left onto Highway 88 and proceed to the next traffic light (Jack Martin Boulevard). Turn left onto Jack Martin Boulevard, and go approximately 1 mile. Hospital is on the right.

Riverview Medical Center

1 Riverview Plaza, Red Bank

Via Highway 35, proceed north on Broad Street to the downtown business district. Make a right onto Front Street and make the second left. Riverview will be right in front of you.

APPENDIX

Student Policy Contracts

RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK AND POLICY WAIVER

INITIAL EACH STATEMENT AND SIGN BELOW

1. ____ I hereby certify that I have read each page of the *Brookdale Radiologic Technology Student Handbook*, that I am fully familiar with the contents of this document, and that I fully understand and have agreed to its terms and provisions. Any questions that I have about the Radiologic Technology Program and the contents of the *Brookdale Radiologic Technology Student Handbook* have been fully explained to my satisfaction.
2. ____ I understand that the Radiologic Technology Program is a rigorous program and I will undergo constant evaluation of my skills as I progress through the program. A radiologic technologist or other health care professional will be in close physical proximity observing every task I perform and will provide constant constructive feedback about my performance. I understand I am to use this feedback to improve my skills and understanding of my duties.
3. ____ I understand that the Radiologic Technology Program will include academic, lab, and clinical work. I understand that while performing my regularly assigned duties, I will be exposed to clients with a variety of illnesses and diseases and that I may be exposed to blood, body fluids, or tissue. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action. I understand the dangers and hazards inherent in the health care field and in particular in the medical facility where I may be present during my participation in the program. I hereby agree to assume all the risks and responsibilities surrounding my participation in this program or any independent activities undertaken as an adjunct thereto; and further, I do for myself, my heirs, and personal representative hereby agree to defend, hold harmless, indemnify and release, and forever discharge Brookdale Community College and any and all of its officers, agents and employees from and against any and all claims, demands, and actions, or causes of action, on account of damage to personal property, or personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the program.
4. ____ By enrolling in a class with a clinical component, I acknowledge that Brookdale Community College may be required as a condition of my participation at an affiliated clinical site to send certain information regarding me to the clinical affiliate, in compliance with rules, policies and protocols of the clinical affiliate. Such information may include my student ID, immunization records, and other personal or educational information about me that is reasonably required by the clinical affiliate's rules, policies and protocols that apply to its employees.

5. ____ I agree to notify the Program Coordinator and Dean of Health Science in writing of any changes in criminal history that occur after admission background check has been completed within one business day.
6. ____ I recognize the strong link between honesty in academic work and professional integrity. I understand that acts of scholastic dishonesty may jeopardize my enrollment in the program.
7. ____ I understand the progression policy requires I complete all RADT courses and complete all RADT courses within three (3) consecutive calendar years. A grade of C or better must be earned in order to pass any RADT course. Students who drop a RADT course or who are unsuccessful in an RADT course are dismissed from the program. Students may apply once for readmission. No student is guaranteed readmission. Clinical failures can result in immediate dismissal from the Program.
8. ____ I give permission to Brookdale for images of me captured during my participation in the Radiologic Technology Program, through video, photograph, and digital camera to be used for purposes of debriefing, faculty review, and educational support and waive any rights of compensation or ownership thereto.
9. ____ I am aware of federal and state laws governing the privacy and confidentiality of information. I understand that it is my responsibility to become familiar with federal and state laws regarding confidentiality as it is applicable to my responsibilities as a student. I understand that all data and information on either computer or non-computer systems or media is the property of the clinical agency. This information may be reviewed only by me on a "need to know" basis and then only that information which is "minimally necessary" for me to perform my assignment as a student. I understand that failure to close out patient information screens, log off the computer system before leaving the workstation and the sharing of individual computer passwords shall result in dismissal from the program. I understand that unauthorized access to information, unauthorized disclosure of personal/confidential information, or removal of any agency documents shall result in dismissal from the program. Finally, I understand that under the federal Health Insurance Portability and Accountability Act (HIPAA), any person who maliciously accesses, alters, deletes, damages or destroys any computer system, network computer program or data shall be guilty of a felony. I have been advised that violation of Federal Statutes or State of New Jersey Statutes may carry the additional consequence of prosecution under the law, where judicial action may result in fines or imprisonment or both; plus the costs of litigation or the payment of damages of both; or all.
10. ____ I am aware that policies and procedure are subject to change during my course of study. Notification of change will be sent to my Brookdale email account. It is my responsibility to keep abreast of these changes.

Name: _____

Signature _____

Date _____

INFORMED CONSENT

I understand that the Radiologic Technology Program will include academic, laboratory, and clinical work performed in the classroom, laboratory, hospital, and other clinical facilities and will include direct care or exposure to clients with a variety of illnesses and diseases and will include the handling of and/or contact with human bodily fluids and tissues, as well as potential exposure to radiation. I therefore understand that I may or will be exposed to disease carrying bacteria and microorganisms.

In consideration of being permitted to participate in the Brookdale Community College Radiologic Technology Program, I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in the health care field and in particular in the medical facilities where I may be present during my participation in the program, do hereby agree to assume all the risks and responsibilities surrounding my participation in this program or any independent activities undertaken as an adjunct thereto; and , further, I do for myself, my heirs, and personal representative hereby agree to defend, hold harmless, indemnify, and release, and forever discharge Brookdale Community College and any and all of its officers, agents and employees from and against any and all claims, demands, and actions, or causes of action, on account of damage to personal property, or personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the program.

NAME _____

SIGNATURE _____

DATE _____

RADIATION MONITORING

I understand that radiation badges for clinical and college laboratories must be returned to the laboratory coordinator on or before their due dates and that I can be dismissed from the program if I do not comply (page 16).

NAME _____

SIGNATURE _____

DATE _____

MRI SAFETY AND ASSESSMENT POLICY AND CONTRACT

Safety of the patient, hospital staff, technologists and students are paramount in and near the MRI Imaging area. All students must abide by the following policy. If any changes to a student's health status must be reported to the clinical coordinator immediately and a new assessment needs to be completed.

1. During Fall 1 RADT 153 course and prior to any student entering a MRI imaging area, the student must complete a screening assessment for magnetic wave or radiofrequency hazards.
2. During Fall 1 RADT 153 and prior to any student entering a MRI imaging area, the student must complete a MRI safety learning module and successfully complete MRI safety examination with a score of 90 or above.
3. A student must notify the clinical coordinator immediately of any potential physical changes that may create a safety hazard in a MRI imaging area. This may include, but not limited to any introduction of metal to the body or physical apparatus the student may need to function, metal shavings in eye or body, shrapnel of any kind, metal implants, pacemakers, joint replacement or surgical staples or clips.
4. No student should be in the MRI imaging area unless he/she has completed and passed MRI safety examination and MRI assessment has been cleared by clinical coordinator.
5. Students may assist with patient lifting and moving after the fulfillment of above requirements.
6. No student should be in the MRI imaging area for observation or participation until all above requirements are met and scheduled as an imaging rotation by the clinical coordinator.
7. Any student who indicates that he/she may be at risk on their MRI assessment or has had a change in health status that may pose a risk in the MRI imaging area must obtain medical clearance from his/her physician prior to entering this area.
8. Any student who is found to be at risk of entering the MRI area will be excluded from this area at all times

I, the undersigned, have read the MRI Safety and Assessment Policy and understand my responsibility prior to entering any MRI Imaging area. I will notify the clinical coordinator with 24 hours of any health status changes and will not enter the MRI area without expressed clearance.

Print name _____

Signature _____ Date _____

FITNESS FOR DUTY CONTRACT

The Brookdale Community College Radiologic Technology Program has a Fitness-for-Duty Policy. This policy is concerned with performance problems related to inability to perform duties and/or substance use (drugs, including alcohol) and the documentation of the same on the permanent health record. Students are required to adhere to this policy: Non-compliance with the policy may result in dismissal from the Radiologic Technology Program.

NAME _____

SIGNATURE _____

DATE _____

INFORMED CHOICE/ PREGNANCY

The undersigned has been informed of the possible radiation hazards inherent in working as a student radiographer in radiology. This information consists of the following:

1. Review of the radiologic technology policy on pregnant students.
2. Review of the NRC and NCRP regulations and specifications on pregnant employees with the radiation safety officer.

I am aware of the possible risks involved in working with radioactive material and radiation-producing equipment as outlined above.

NAME

SIGNATURE

DATE

PRIVACY AND CONFIDENTIALITY AGREEMENT

I am aware of federal and state laws governing the privacy and confidentiality of information. I understand that it is my responsibility to become familiar with federal and state laws regarding confidentiality as it is applicable to my responsibilities as a student.

I understand that all data and information on either computer or non-computer systems or media is the property of the clinical agency. This information may be reviewed only by me on a "need to know" basis and then only that information which is "minimally necessary" for me to perform my assignment as a student.

I understand that failure to close out patient information screens, log off of the computer system before leaving the workstation and the sharing of individual computer passwords shall result in dismissal from the program.

I understand that unauthorized access to information, unauthorized disclosure of personal/confidential information, or removal of any agency documents shall result in dismissal from the program.

My signature acknowledges that I understand that my access to computer systems constitutes my "signature" and I will be responsible for all entries made under my access.

Finally I understand that under the federal Health Insurance Portability and Accountability Act (HIPAA), any person who maliciously accesses, alters, deletes, damages or destroys any computer system, network computer program or data shall be guilty of a felony.

I am advised that violation of Federal Statutes or State of New Jersey Statutes may carry the additional consequence of prosecution under the law, where judicial action may result in specified fines or imprisonment or both; plus the costs of litigation or the payment of damages of both; or all.

NAME _____

SIGNATURE _____

DATE _____

POSTING OF GRADES

The Family Educational and Privacy Act of 1974 is a Federal Law which, among other things, provides for the confidentiality of student education records. Each student has the right to privacy of education records but also has the right to waive that right to privacy. If you wish to participate in the present system of being allowed constant access to your course progress reports, you must waive your right to the privacy of this information. You must do this by signing this waiver for the Health Sciences programs.

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STATEMENT OF WAIVER

I have been advised by the officials of Brookdale Community College that my educational records are confidential and may be released only in certain limited circumstances without my written consent.

I give permission for my grades to be posted on Canvas and understand that only I have access to this information through logging on with my password.

NAME _____

SIGNATURE _____

DATE _____

EXAMINATION CONFIDENTIALITY

I understand that the contents of all examinations are confidential. I agree that I will not share any information related to any examinations nor will I receive any information related to examinations from any individual. **Any violation of confidentiality may result in dismissal from the Radiologic Technology Program.**

NAME _____

SIGNATURE _____

DATE _____

PROGRAM ASSIGNMENTS AND DUE DATES

I understand that I am responsible for successful completion of and meeting due dates for all program assignments, including course work, college laboratory evaluations and clinical laboratory evaluations. **Any failure on my part will result in failure of the course.**

NAME _____

SIGNATURE _____

DATE _____

